

How to access ISA/PA training through EES

Instructions for creating an account and selecting the Information Security Awareness and Privacy Awareness training in the Employee Education System On-line Learning Website

Step 1

Please use the following link to access the external training necessary to gain VPN access.
<https://www.ees-learning.net>

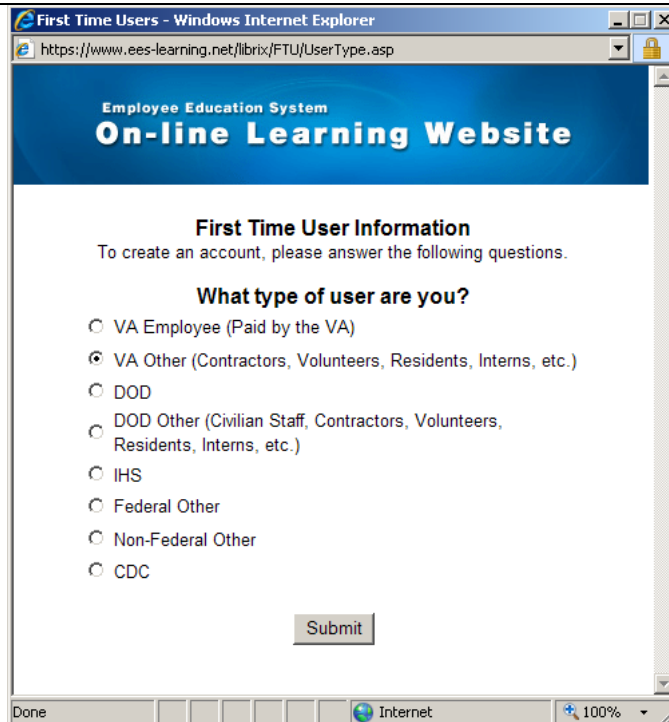
If you have previously created an EES account you can skip to [Step 8](#). Otherwise, you will need to click the "First Time Users" button to begin the account creation process.



The screenshot shows a Windows Internet Explorer browser window titled "The Employee Education System Login". The address bar displays the URL <https://www.ees-learning.net/librix/loginhtml.asp?v=librix>. The page features a blue header with the text "Employee Education System On-line Learning Website EXTERNAL". Below the header, there is a "First Time Users" button and a "Forgot Password?" link. A login form contains fields for "User Name:" and "Password:", followed by a "Login" button. A "Feedback" link is also visible. A "Welcome" section provides information about the EES and its support for various browsers. At the bottom, there are links for "Privacy Statement", "Accessibility", "Disclaimer", and "Contact EES", along with the "Department of Veterans Affairs" logo and the date of last update: May 19, 2008.

Step 2

Select VA Other (...) and click the Submit button.

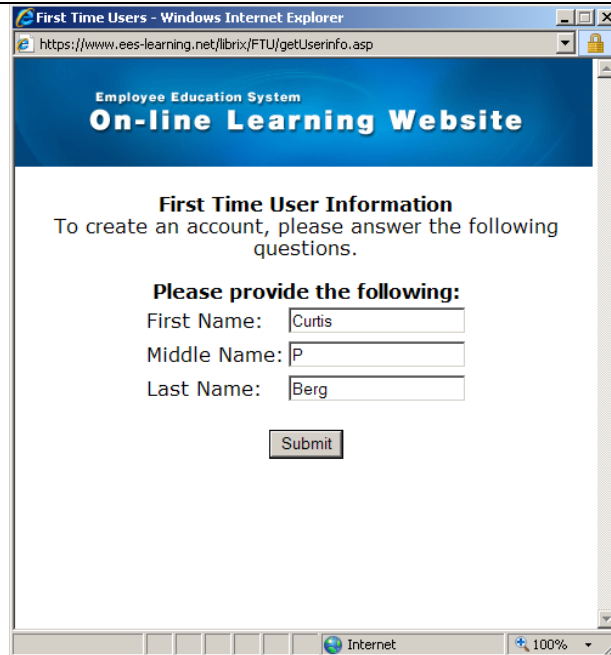


The screenshot shows a Windows Internet Explorer browser window titled "First Time Users - Windows Internet Explorer". The address bar displays the URL <https://www.ees-learning.net/librix/FTU/UserType.asp>. The page features a blue header with the text "Employee Education System On-line Learning Website". Below the header, there is a section titled "First Time User Information" with the text "To create an account, please answer the following questions." and a question "What type of user are you?". The question has several radio button options: "VA Employee (Paid by the VA)", "VA Other (Contractors, Volunteers, Residents, Interns, etc.)", "DOD", "DOD Other (Civilian Staff, Contractors, Volunteers, Residents, Interns, etc.)", "IHS", "Federal Other", "Non-Federal Other", and "CDC". The "VA Other" option is selected. A "Submit" button is located at the bottom of the form. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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Step 3

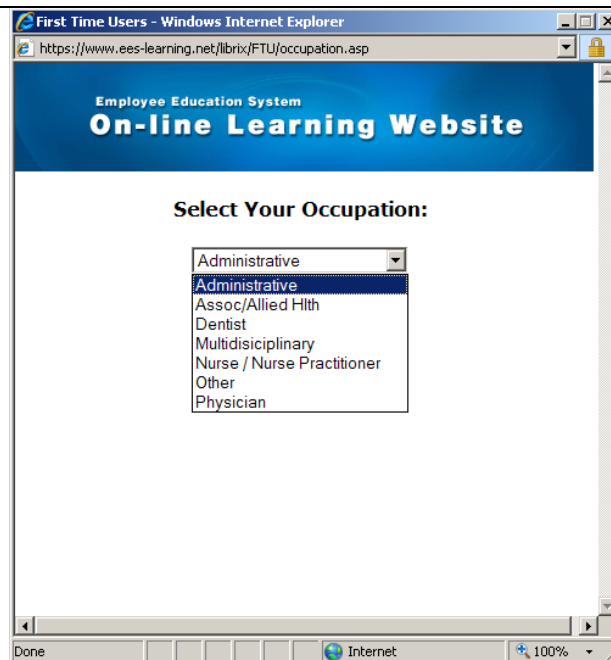
Enter your *legal* first, middle, and last name and click the submit button.



The screenshot shows a web browser window titled "First Time Users - Windows Internet Explorer". The address bar displays "https://www.ees-learning.net/librix/FTU/getUserInfo.asp". The page header reads "Employee Education System" and "On-line Learning Website". The main content area is titled "First Time User Information" and states: "To create an account, please answer the following questions." Below this, it says "Please provide the following:" followed by three text input fields: "First Name:" with "Curtis" entered, "Middle Name:" with "P" entered, and "Last Name:" with "Berg" entered. A "Submit" button is located below the fields. The browser's status bar at the bottom shows "Internet" and "100%" zoom.

Step 4

Select your occupation from the drop down list. If you are an intern, resident, or fellow select "Assoc/Allied Hlth". If you are not on the list or are unsure select "Other". Click the submit button.

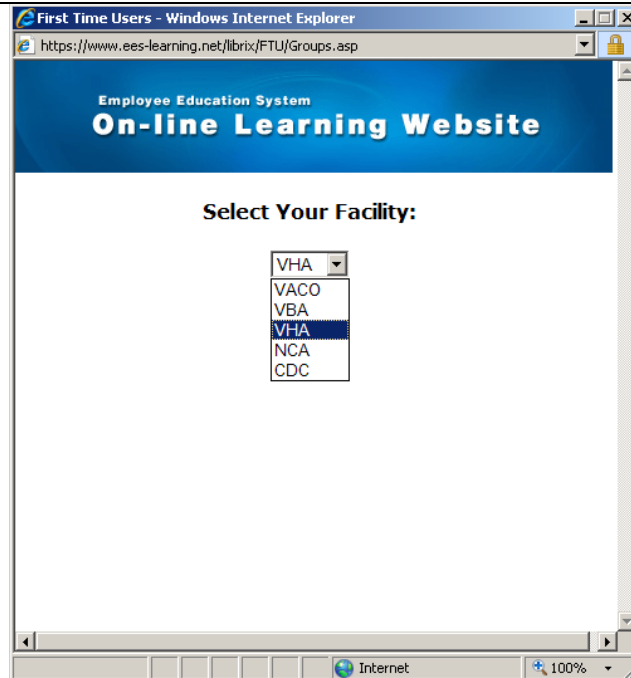


The screenshot shows a web browser window titled "First Time Users - Windows Internet Explorer". The address bar displays "https://www.ees-learning.net/librix/FTU/occupation.asp". The page header reads "Employee Education System" and "On-line Learning Website". The main content area is titled "Select Your Occupation:". Below this is a dropdown menu with "Administrative" selected. The dropdown list is open, showing the following options: "Administrative", "Assoc/Allied Hlth", "Dentist", "Multidisciplinary", "Nurse / Nurse Practitioner", "Other", and "Physician". The browser's status bar at the bottom shows "Done" and "Internet" with "100%" zoom.

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Step 5

For facility, select "VHA" from the dropdown list and click submit.



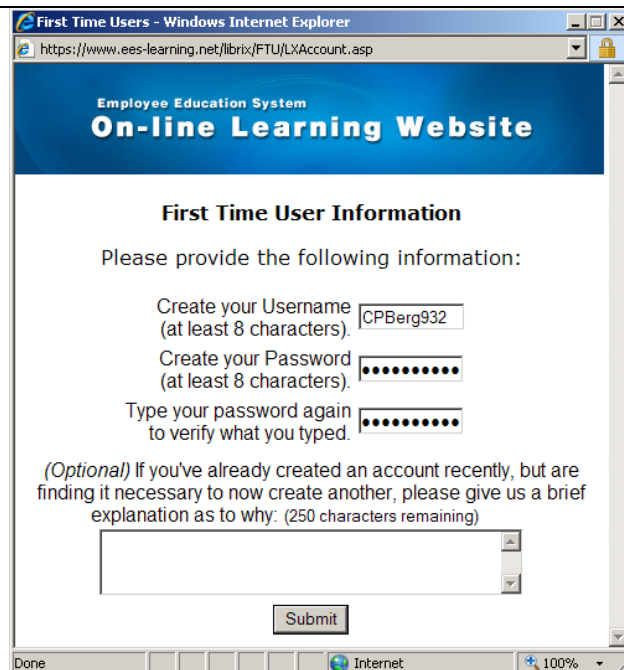
The screenshot shows a web browser window titled "First Time Users - Windows Internet Explorer" with the address bar displaying "https://www.ees-learning.net/librix/FTU/Groups.asp". The page header reads "Employee Education System On-line Learning Website". The main content area is titled "Select Your Facility:" and features a dropdown menu with the following options: VHA, VACO, VBA, VHA (highlighted), NCA, and CDC. The browser status bar at the bottom shows "Internet" and "100%".

Step 6

Create a username:
Your username must be at least 8 characters long. If you already have a VA network account you can use the same account name to make it easier to remember.

Create a password:
Your password must be at least 8 characters long and must contain at least three of the following four types of characters:
1) lower case letters
2) UPPER CASE LETTERS
3) numbers
4) special characters like ; ! @ # \$ % ^ &

Example of good password:
J0!nM3L8t3r

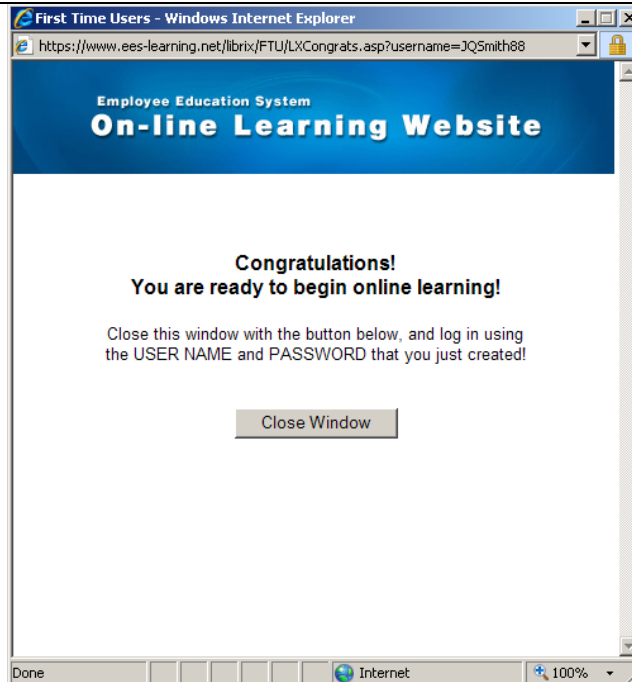


The screenshot shows a web browser window titled "First Time Users - Windows Internet Explorer" with the address bar displaying "https://www.ees-learning.net/librix/FTU/LXAccount.asp". The page header reads "Employee Education System On-line Learning Website". The main content area is titled "First Time User Information" and contains the text "Please provide the following information:". Below this, there are three input fields: "Create your Username (at least 8 characters)" with the value "CPBerg932", "Create your Password (at least 8 characters)" with a masked password, and "Type your password again to verify what you typed." with a masked password. Below these fields is an optional text area with the text "(Optional) If you've already created an account recently, but are finding it necessary to now create another, please give us a brief explanation as to why: (250 characters remaining)". A "Submit" button is located at the bottom of the form. The browser status bar at the bottom shows "Done" and "Internet" with "100%".

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Step 7

Once you have successfully entered all your information including a good username and password you will see the following screen.



Step 8

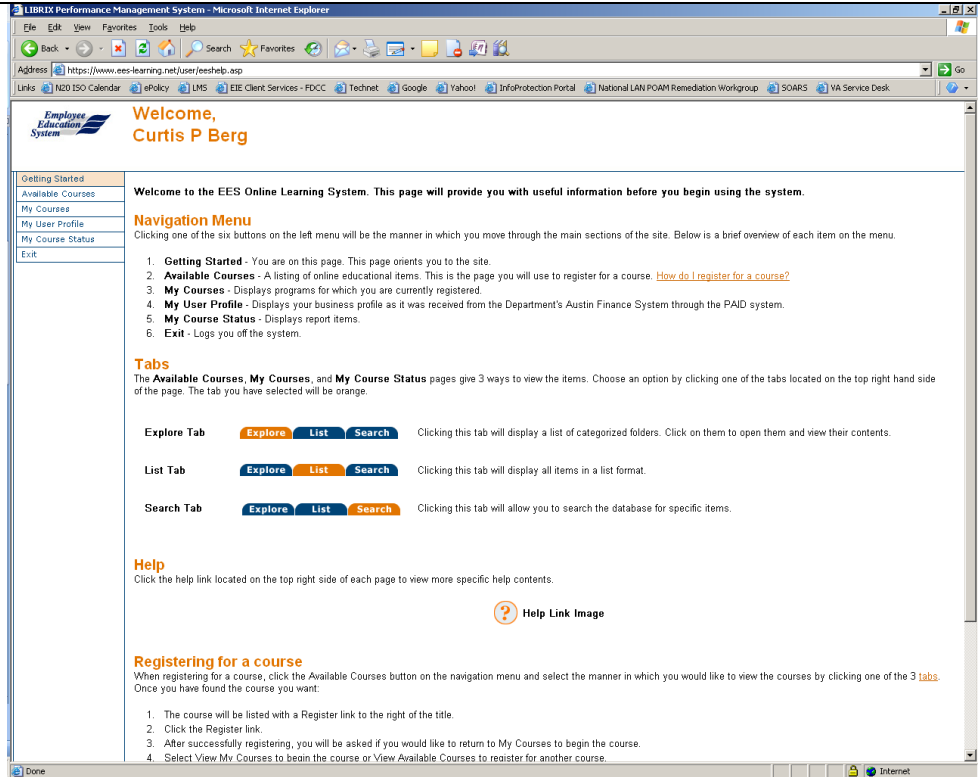
At the Welcome screen login using the username and password you have created.



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Step 2

From this screen you can access the “Getting Started” tab and find guidance on how to maneuver within the site.



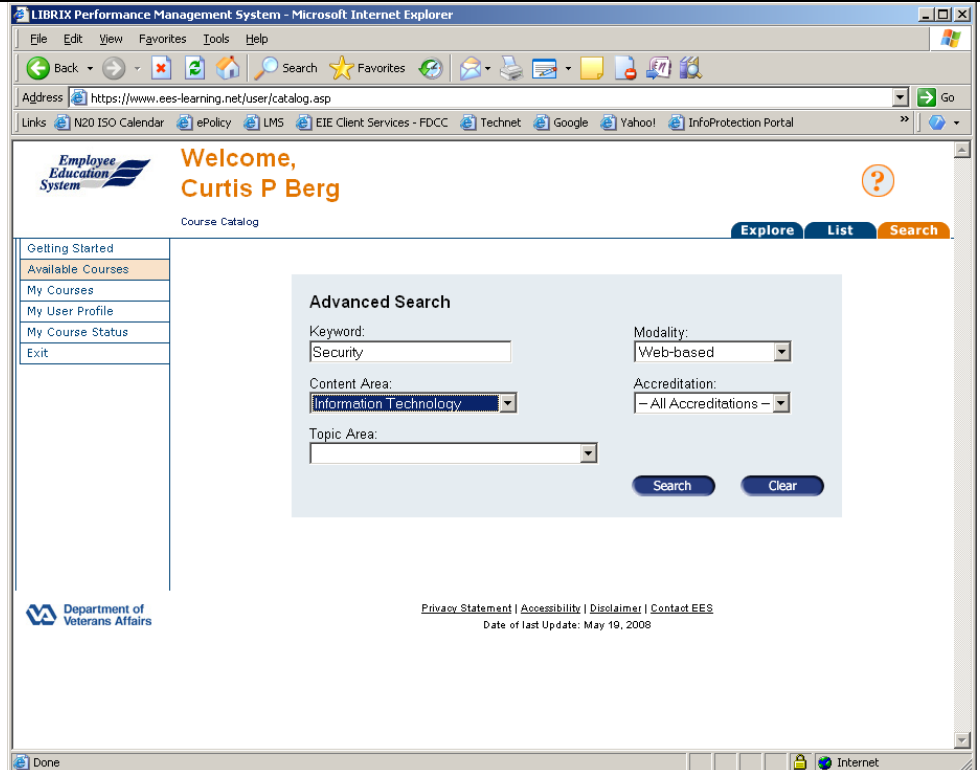
To register for the Information Security Awareness course click on the “Available Courses” tab and under Advanced Search type in the following:

Keyword = Security

Modality = Web-based

Content Area = Information Technology

Click the Search button



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Your search should return several courses.

To register for the “VA Information Security Awareness FY10” course click the “Sign Me Up” link to the right of the course.

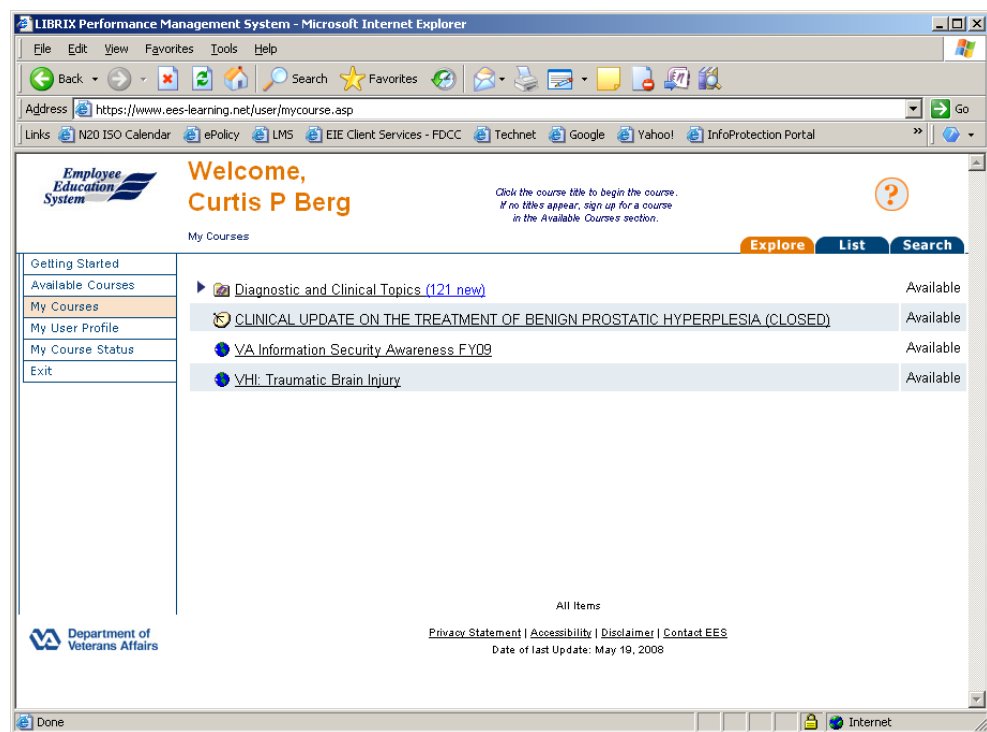
The screenshot shows a web browser window titled "LIBRIX Performance Management System - Windows Internet Explorer". The address bar displays "https://www.ees-learning.net/user/catalog.asp". The page features a navigation menu on the left with links: "Getting Started", "Available Courses", "My Courses", "My User Profile", "My Course Status", and "Exit". The main content area is titled "Welcome, Curtis P Berg" and "Course Catalog". It includes a search bar with the text "Keyword = Security AND Modality = Web-based AND Content Area = Information Technology". Below the search bar, a list of courses is displayed:

Course Title	Action
Information Security 201 for Research and Development Personnel	Sign Me Up
ISAFY010 (CLOSED)	
VA Information Security Awareness FY09 (CLOSED)	Registration Complete
VA Information Security Awareness FY10	Sign Me Up
VA Information Security Awareness FY10 (PDF FILE VERSION)	Sign Me Up

At the bottom of the page, there is a footer with the text "All Items" and a link to "Privacy Statement | Accessibility | Disclaimer | Contact EES". The date of last update is listed as "May 19, 2008". The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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You should now see the course in your "My Courses" list

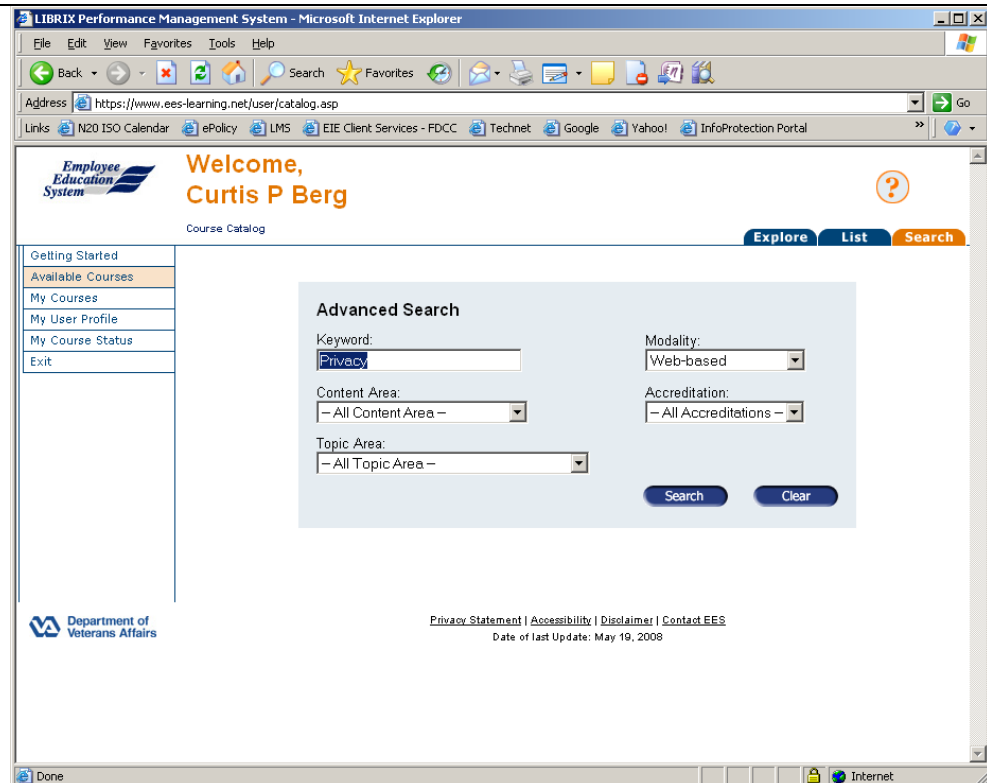


To register for the Privacy Awareness course click on the "Available Courses" tab and under Advanced Search type in the following:

Keyword = Privacy

Modality = Web-based

Click the Search button



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Your search should return several courses.

You should register for the “General Employee Privacy Awareness” course if you are in the following category: VA Employees, Contractors, interns, and volunteers who do not have access to Protected Health Information.

The screenshot shows the LIBRIX Performance Management System interface in a Windows Internet Explorer browser. The address bar displays <https://www.ees-learning.net/user/catalog.asp>. The page title is "LIBRIX Performance Management System - Windows Internet Explorer". The main content area is titled "Course Catalog" and features a search bar with the text "Keyword = Privacy AND Modality = Web-based". Below the search bar, a list of courses is displayed, including "General Employee Privacy Awareness", "General Employee Privacy Awareness (CLOSED)", "ISAFY010 (CLOSED)", "Overview of Good Clinical Practice and Human Subjects Protection (CLOSED)", "VA Information Security Awareness FY09 (CLOSED)", "VA Information Security Awareness FY10", "VA Information Security Awareness FY10 (PDF FILE VERSION)", "VHA Mandatory Training for Trainees (CLOSED)", "VHA Mandatory Training for Trainees - v.2", "VHA Privacy Policy PowerPoint Training - FY09 (CLOSED)", "VHA Privacy Policy Text Training - FY09 (CLOSED)", "VHA Privacy Policy Training - PowerPoint Option - FY10", "VHA Privacy Policy Training - Text/Print Option - FY10", and "VHA Privacy Policy Web Training - FY09 (CLOSED)". The "General Employee Privacy Awareness" course is highlighted, and a "Sign Me Up" link is visible next to it. The bottom of the page includes the Department of Veterans Affairs logo and a footer with links for "Privacy Statement", "Accessibility", "Disclaimer", and "Contact EES", along with the date "Date of last Update: May 19, 2008".

You should register for the “VHA Privacy Policy Training – (PowerPoint or Text/Print Option) – FY10” course if you are in the following category: All employees who have access to PHI for clinical or administrative purposes (for example, physicians, nurses, ward clerks, social workers, pharmacists, therapists, MCCC staff, ROI staff, HR staff, Central Business office staff, Office of Information Management staff).

This screenshot is identical to the one above, showing the LIBRIX Performance Management System interface. It displays the same search results for "Keyword = Privacy AND Modality = Web-based", with the "General Employee Privacy Awareness" course highlighted and a "Sign Me Up" link available. The interface includes the same browser window, navigation links, and footer information.

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You can now begin the desired course by clicking on the corresponding link.

The screenshot shows a web browser window titled "LIBRIX Performance Management System - Windows Internet Explorer". The address bar displays "https://www.ees-learning.net/user/mycourse.asp". The page features a navigation menu on the left with links: "Getting Started", "Available Courses", "My Courses", "My User Profile", "My Course Status", and "Exit". The main content area is titled "Welcome, Curtis P Berg" and includes a "My Courses" section with a table of available and completed courses. The table has columns for course title and status. The courses listed are: "CLINICAL UPDATE ON THE TREATMENT OF BENIGN PROSTATIC HYPERPLASIA (CLOSED)" (Available), "VHI: Traumatic Brain Injury" (Available), "VA Information Security Awareness FY09 (CLOSED)" (Completed), "VA Information Security Awareness FY10" (Available), "VHA Mandatory Training for Trainees - v.2" (In Progress), and "VHA Privacy Policy Training - PowerPoint Option - FY10" (Available). The page also includes a "Department of Veterans Affairs" logo and a footer with links for "Privacy Statement", "Accessibility", "Disclaimer", and "Contact EES", along with the date "Date of last Update: May 19, 2008".

Course Title	Status
CLINICAL UPDATE ON THE TREATMENT OF BENIGN PROSTATIC HYPERPLASIA (CLOSED)	Available
VHI: Traumatic Brain Injury	Available
VA Information Security Awareness FY09 (CLOSED)	Completed
VA Information Security Awareness FY10	Available
VHA Mandatory Training for Trainees - v.2	In Progress
VHA Privacy Policy Training - PowerPoint Option - FY10	Available

Once you have completed a course you need to submit the certificate of completion to the appropriate person for credit:

- If you are a VA staff member (resident, student, volunteer, contract employee) you should submit your certificate to your direct supervisor
- If you are a maintenance/vendor contractor you should submit the certificate to the VA contracting officer or other designated VA POC

For expediency, you can also send a copy to the Portland Information Security Officer by fax at 360-759-1929 or by email to por.iso@va.gov. This will help ensure the quickest response in getting your network accounts activated.